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James A. Carder
Director
Division of Accounting

MEMORANDUM

TO: State Agencies
FROM: OA, Accounting
DATE: October 29, 2003
RE: SAMII Financial Vendor File Maintenance Clarification

Effective October 27, 2003, the Vendor Input Form [MO 300-1489 (9-03)] is required when requesting vendor file updates via fax for the following:

1. Vendor file changes
2. Vendor file deletes
3. Vendor file adds when submitted to OA, Accounting through fax
Please note: That vendor file **adds** submitted to OA, Accounting via fax will be returned to the sender unless written pre-approval has been given to the state agency by OA, Accounting to submit the vendor add through fax.

In the majority of cases, the Vendor Input form is the only supporting documentation needed for the above vendor file updates. However, two exceptions requiring additional supporting documentation are:

1. A vendor file add or change request submitted via fax asking for the 1099 Indicator Field to be set as "Not Applicable", will require a copy of the vendor's IRS Tax Exempt Letter with the request.
2. A foreign vendor add or change request submitted via fax must have a completed W8.

Other situations may require the submission of additional supporting documentation and OA, Accounting will notify the state agency requesting the additional supporting documentation. However, as stated above, in the majority of case, the Vendor input form is the only supporting documentation needed for the above vendor file updates.

Additional supporting documentation should be faxed with the applicable Vendor Input form.

The Vendor Input Form is **not** required for online vendor file adds that are ad hoc routed to OK100 (Vendor File Requests). However, in some cases, additional supporting documentation will be required. Two examples are:

1. A vendor file add request asking for the 1099 Indicator Field to be set as "Not Applicable", will require a copy of the vendor's IRS Tax Exempt Letter.
2. A foreign vendor add request must have a completed W8 form.

When a state agency receives a tax exempt letter or W8 from a foreign vendor, ad hoc route the VEN2 and VEN3 tables to OK100 (Vendor File Requests) with a note in the text box area of the email stating that the tax exempt letter or W8 will be faxed to (573) 526-9813. Then fax the tax exempt letter or W8 to (573) 526-9813 and indicate on the fax cover sheet that the vendor tables were ad hoc routed to OK100. Please ad hoc route the vendor tables and fax of the tax exempt letter or W8 on the same day.

If you have any questions, please contact your Agency Customer Service Coordinator (ACSC). If needed, your ACSC will contact the OA, Accounting ACSC desk for assistance.